

EFFECTIVE

Immediately Upon Receipt

SUBJECTS

Adult Services Manual Policy changes:

1. DHS-54A Medical Needs Form - ILS
2. Payment Approval Levels - ILS
3. Negative Action Notices - ILS
4. Removal of Obsolete Services Eligibility Status Codes - ILS
5. Additional Scope of Coverage Codes - ILS
6. AFC/HA Payment Invoice System Change to MI AuthentiCare System - ACP
7. Investigations in Homes for the Aged - APS
8. General Property Tax Act Repealed-APS
9. Online Manual Pages

**INDEPENDENT
LIVING SERVICES****1) DHS-54A****ASM 363, RFF 54A**

The requirement for an annual DHS-54A has changed. The Medical Needs form (DHS-54A) for SSI recipients will be required **only** at the initial opening and is no longer required in the redetermination process. All other medicaid recipients will need to have a 54A completed at the initial opening and then annually thereafter.

Reason: Department of Community Health revised policy.

**2) Payment
Approval Levels****ASM 363**

The payment approval levels for workers, supervisors and DCH expanded home help requests have been revised. The new levels are:

- Worker from \$1 - \$549.99.
- Supervisor from \$550 - \$1299.99.
- DCH expanded home help requests \$1,300 and above.

Reason: Department of Community Health revised policy.

3) Negative Action Notices

ASM 362; RFF 1212, 1212A; SRM 161

The Services Negative Action Notice (DHS-1212) has been revised into two (2) separate forms and renamed the Advance Negative Action Notice (DHS-1212) and the Adequate Negative Action Notice (DHS-1212a).

Advanced Negative Action Notice DHS-1212

The Advance Negative Action Notice (DHS-1212) is generated on ASCAP when the following reasons are selected:

- Reduced - decrease in payment.
- Suspended - payments stopped but case remains open.
- Terminated - case closure.

Adequate Negative Action Notice DHS-1212a

The Adequate Negative Action Notice (DHS-1212a) is generated on ASCAP when cases are denied.

The Hearing Request form (DCH-0092) is also generated when either the DHS-1212 and DHS-1212a are printed and is to be mailed along with the negative action notice.

Reason: Forms were revised to ensure compliance with federal regulations for the state plan.

4) Removal of the Listing of Services Eligibility Status Codes

ASM 362

The appropriate services eligibility status is selected on the ASCAP disposition screen which will produce the correct services eligibility status code on the DHS-5S, CIMS Services Transaction Document. The only eligibility status necessary is that the client must be **eligible** for Medicaid.

Reason: ASCAP generates the appropriate status code.

**5) Additional
Scope of
Coverage Codes****ASM 362**

The following scope of coverage codes are now recognized as valid codes for Home Help Services:

- 1D and 1K (Freedom to Work) - refer to PEM 174.
- 1T (Healthy Kids Expansion) - refer to PEM 131.

See item "S" in the Systems Instruction Codes (SIC) manual, part of the Step-by-Step System/Procedures Manual group, for scope of coverage codes 1D, 1K and 1T.

Reason: New medicaid programs.

**ADULT
COMMUNITY
PLACEMENT****6) AFC/HA
Payment Invoice
System Change
to the MI
AuthentiCare
System****ASM 377, RFF 2353**

The process used by Adult Foster Care (AFC) and Home for the Aged (HA) providers to submit invoices for the personal care supplement has changed to the MI AuthentiCare System. AFC/HA providers no longer submit invoices to the Department of Community Health via DHS-2353 invoice form. The DHS-2353 form is obsolete.

AFC/HA providers must now use the MI AuthentiCare System to bill for the personal care supplement. AFC/HA providers access the MI AuthentiCare System in one of two ways:

- Call MI AuthentiCare at **1-877-342-5660** and follow the telephone prompts to submit claim for payment, OR
- Access the MI AuthentiCare System Web site at www.miauthenticare.govconnect.com and follow the

instructions to submit claim for payment via the Internet. This Web site is used for billing only.

MIAuthentiCare AFC/HA Provider Manual

The Michigan Department of Community Health (MDCH) Web site provides links to the MIAuthentiCare Manual used by AFC/HA providers. The Web site also provides links to a fact sheet, answers to frequently asked provider questions and calling instructions. This site may be accessed from the MDCH Web site as follows:

10. To access the MDCH Web site home page go to www.michigan.gov/mdch.
11. Click on "Providers" in the left navigation.
12. From that page, select "Information for Medicaid Providers" in the left navigation.
13. Scroll to the Medicaid Billing & Reimbursement category. Select MiAuthentiCare.

AFC/HA providers may **click on the AFC link** for the correct procedural manual, fact sheet, frequently asked questions and calling instructions.

AFC/HA providers may contact the Medicaid Provider Hotline number at 1-800-292-2550 concerning questions about billing concerns and payment problems.

Reason: DCH contracted with AuthentiCare to handle AFC/HA billings.

ADULT PROTECTIVE SERVICES (APS)

7) Adult Protective Services (APS) Investigations in Homes for the Aged

ASM 382

Office of Children and Adult Licensing (OCAL) has combined Adult Foster Care Licensing and Home for the Aged Licensing. The OCAL staff are responsible for investigating rule violations referrals in both Adult Foster Care Homes and Homes for the Aged. Homes

for the Aged are no longer supervised under another division with a separate investigating unit.

Adult Protective Services (APS) abuse/neglect/exploitation referrals involving a resident residing in a Home for the Aged will **now be investigated in the same manner as** Adult Foster Care Home referrals. OCAL staff remain responsible for investigating the referral in a Home for the Aged to determine if there have been rule violations. APS and OCAL staff will coordinate investigations and share information in the same fashion as AFC home investigations.

Home for the Aged rules were updated August 2, 2004. The revised rules are located at
http://www.michigan.gov/documents/new_rule_technical_assistance_98524_7.pdf.

Reason: There is no separate unit investigating Homes for the Aged referrals for abuse, neglect, or exploitation.

8) General Property Tax Act Repealed

ASM 382, ASM 385AC

The General Property Tax Act 206 of 1893 MCL 211.140a requires the county treasurer to forward a copy of the proof of notice, indicating property tax delinquency to the local DHS office. The purpose of that section of the act is to protect vulnerable adults from unnecessary loss of occupied or owned residence and to trigger needed assistance if loss or relocation is unavoidable.

The General Property Tax Act 206 of 1893 section 211.1140a **has been repealed by Public Act 183 of 2005 effective December 31, 2006**. The county treasurer will no longer be required to send proof of notice to the local DHS office. APS staff must no longer follow the process in ASM 382 or send the sample letter from ASM 385AC.

Reason: Public Act 183 of 2005 repealed section 211.1140a of Public Act 206 of 1893 effective December 31, 2006.

9) ONLINE MANUAL PAGES

Online manual pages will be updated with the June 2007 policy release.

**MANUAL
MAINTENANCE
INSTRUCTIONS**